


| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------------------|---|--|---|--|--------------|------------------------|--------------------|------------------|--------------------|------------|--------------------|----------|--------------|--|---------------------------------------|--|------------------------|---|----------------------|-----------|---------------------|---|--------------------|------|-----------------------|---------|-----------------------------|------------|---------------------------|------------|-----------------|---------|
| INVITATION TO BID STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING | |  | | BIDS WILL BE PUBLICLY OPENED: <div style="font-size: 1.2em; font-weight: bold;">DEC 29, 2009 10:00 AM</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| =====> VENDOR NO. : SOLICITATION : 2237087 FILE NO. : OPENING DATE : 12/29/09 <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div> <div style="position: absolute; top: 0; left: 0; width: 100%; height: 100%; background-color: white; border: 1px solid black; display: flex; align-items: center; justify-content: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">VENDOR NAME AND ADDRESS</div> </div> | | PURCHASING AGENCY NO. : 107001 SEE NO. 8 BELOW. RETURN BID TO <div style="text-align: right;">10:00 AM</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 2237087 12/29/09 </div> <p>OFFICE OF STATE PURCHASING OFFICE OF STATE PURCHASING POST OFFICE BOX 94095 BATON ROUGE, LA 70804-9095</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid black; width: 100%; height: 100%; margin: 10px auto;"></div> <p style="font-weight: bold; margin-top: 10px;">FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.</p> | | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">BUYER</td> <td style="width: 40%;">: PAULETTE HOOD</td> </tr> <tr> <td>BUYER PHONE</td> <td>: (225) 342-8040</td> </tr> <tr> <td>DATE ISSUED</td> <td>: 12/01/09</td> </tr> <tr> <td>REQ. AGENCY</td> <td>: 331175</td> </tr> <tr> <td colspan="2" style="text-align: right;">FOLD HERE--></td> </tr> <tr> <td colspan="2" style="text-align: center;">RED RIVER MENTAL HEALTH CENTER</td> </tr> <tr> <td>AGENCY REQ. NO.</td> <td>: </td> </tr> <tr> <td>ISIS REQ. NO.</td> <td>: 1328426</td> </tr> <tr> <td>VENDOR PHONE</td> <td>: </td> </tr> <tr> <td>FISCAL YEAR</td> <td>: 10</td> </tr> <tr> <td>CLASS/SUBCLASS</td> <td>: 96148</td> </tr> <tr> <td>SCHEDULED BEGIN DATE</td> <td>: 01/01/10</td> </tr> <tr> <td>SCHEDULED END DATE</td> <td>: 12/31/10</td> </tr> <tr> <td>T-NUMBER</td> <td>: DHH46</td> </tr> </table> | | | | BUYER | : PAULETTE HOOD | BUYER PHONE | : (225) 342-8040 | DATE ISSUED | : 12/01/09 | REQ. AGENCY | : 331175 | FOLD HERE--> | | RED RIVER MENTAL HEALTH CENTER | | AGENCY REQ. NO. | : | ISIS REQ. NO. | : 1328426 | VENDOR PHONE | : | FISCAL YEAR | : 10 | CLASS/SUBCLASS | : 96148 | SCHEDULED BEGIN DATE | : 01/01/10 | SCHEDULED END DATE | : 12/31/10 | T-NUMBER | : DHH46 |
| BUYER | : PAULETTE HOOD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BUYER PHONE | : (225) 342-8040 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DATE ISSUED | : 12/01/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REQ. AGENCY | : 331175 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FOLD HERE--> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RED RIVER MENTAL HEALTH CENTER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AGENCY REQ. NO. | : | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ISIS REQ. NO. | : 1328426 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VENDOR PHONE | : | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FISCAL YEAR | : 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CLASS/SUBCLASS | : 96148 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SCHEDULED BEGIN DATE | : 01/01/10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SCHEDULED END DATE | : 12/31/10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| T-NUMBER | : DHH46 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>REFERRAL LAB TESTING RED RIVER MENTAL HEALTH CLINIC</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TO BE COMPLETED BY VENDOR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ol style="list-style-type: none"> 1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE. 2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER. 3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. 4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED. 5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INSTRUCTIONS TO BIDDERS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ol style="list-style-type: none"> 1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. 3. THIS BID IS TO BE MANUALLY SIGNED IN INK. 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____. 6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID. 7. DESIRED DELIVERY: _____ 010DAYS ARO _____ 8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE. 9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VENDOR PHONE NUMBER: FAX NUMBER: | | TITLE | | DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3. (MUST BE SIGNED) | | | NAME OF BIDDER (TYPED OR PRINTED) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| STANDARD TERMS & CONDITIONS | | INVITATION TO BID | |
|---|--|-------------------|-----------|
| NUMBER : 2237087 OPEN DATE: 12/29/09 TIME: 10:00 AM T-NUMBER : DHH46 | | BIDDER: | PAGE 2 |
| <p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED: A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND; B. BID FILLED OUT IN PENCIL; AND C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</p> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES . UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p> | | | |

| | | | |
|---|--|-------------------|-----------|
| STANDARD TERMS & CONDITIONS | | INVITATION TO BID | |
| NUMBER : 2237087 OPEN DATE: 12/29/09 TIME: 10:00 AM T-NUMBER : DHH46 | | BIDDER: | PAGE 3 |
| <p>21. NEW PRODUCTS.</p> <p>UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS.</p> <p>UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION.</p> <p>THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR.</p> <p>FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY.</p> <p>IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW.</p> <p>ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS.</p> <p>BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION.</p> <p>ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY.</p> <p>CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY.</p> <p>IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> 1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR 2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR 3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY. | | | |

| SPECIAL TERMS & CONDITIONS | | INVITATION TO BID | |
|---|--|-------------------|-----------|
| NUMBER : 2237087 OPEN DATE: 12/29/09 T-NUMBER : DHH46 | | BIDDER: | PAGE 4 |
| <p>1 BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:</p> <p>BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.</p> <p>BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT: OFFICE OF STATE PURCHASING P O BOX 94095 BATON ROUGE LA 70804-9095</p> <p>BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:</p> <p>OFFICE OF STATE PURCHASING CLAIBORNE BUILDING, SUITE 2-160 1201 NORTH THIRD STREET BATON ROUGE, LA 70802</p> <p>BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.</p> <p>BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.</p> <p>***** PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION. *****</p> <p>**ATTENTION:**</p> <p>RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC OR ON STATE PURCHASING'S AGPS BIDDERS LIST. ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.</p> <p>2 TERMS AND CONDITIONS. THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE COMMODITIES HEREIN. ANY VENDOR CONTRACTS, FORMS, TERMS OR OTHER MATERIALS SUBMITTED WITH BID MAY CAUSE BID TO BE REJECTED.</p> <p>3 VENDOR'S FORMS. THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.</p> <p>4 SUBSTITUTES. ONLY BRANDS AND NUMBERS STATED IN THE AWARD ARE APPROVED</p> | | | |

| | | | |
|---|--|-------------------|-----------|
| SPECIAL TERMS & CONDITIONS | | INVITATION TO BID | |
| NUMBER : 2237087 OPEN DATE: 12/29/09 TIME: 10:00 AM T-NUMBER : DHH46 | | BIDDER: | PAGE 5 |
| <p>FOR DELIVERY UNDER THIS CONTRACT AND ANY SUBSTITUTION MUST RECEIVE PRIOR WRITTEN APPROVAL OF THE DIRECTOR OF STATE PURCHASING OR DESIGNEE.</p> <p>5 PRICE REDUCTIONS. WHENEVER THERE IS A REDUCTION IN PRICE, WHICH IS LOWER THAN THE CONTRACT PRICE, OFFERED TO SIMILARLY SITUATED CUSTOMERS CONTRACTING FOR THE SAME PERIOD AND UNDER THE SAME TERMS AND CONDITIONS, SAID REDUCTION MUST BE PRESENTED DIRECTLY TO THE DIRECTOR OF STATE PURCHASING. NO PRICE REDUCTION ON A STATEWIDE CONTRACT MAY BE OFFERED TO AN AGENCY UNLESS THAT REDUCTION IS OFFERED TO ALL AGENCIES.</p> <p>6 DELIVERIES. CONTRACTORS WILL MAINTAIN AN ADEQUATE SUPPLY OF ALL ITEMS IN ORDER TO MEET SPECIFIED DELIVERY.</p> <p>7 INVOICES. INVOICES WILL BE SUBMITTED BY THE CONTRACTOR TO THE USING AGENCY AND THE INVOICE SHALL REFER TO THE DELIVERY TICKET NUMBER, DELIVERY DATE, PURCHASE/RELEASE ORDER NUMBER. QUANTITY, UNIT PRICE, AND DELIVERY POINT. A SEPARATE INVOICE FOR EACH ORDER DELIVERED AND ACCEPTED SHALL BE SUBMITTED BY THE CONTRACTOR IN DUPLICATE DIRECTLY TO THE ACCOUNTING DEPARTMENT OF THE USING AGENCY. INVOICES SHALL SHOW THE AMOUNT OF ANY CASH DISCOUNT AND SHALL BE SUBMITTED ON THE CONTRACTOR'S OWN INVOICE FORM.</p> <p>8 PAYMENT. PAYMENT WILL BE MADE ON THE BASIS OF UNIT PRICE AS LISTED IN THIS CONTRACT; SUCH PRICE AND PAYMENT WILL CONSTITUTE FULL COMPENSATION OF FURNISHING AND DELIVERING THE CONTRACT COMMODITIES. IN NO CASE WILL THE STATE AGENCY REFUSE TO MAKE PARTIAL PAYMENTS TO THE CONTRACTOR ALTHOUGH ALL ITEMS HAVE NOT BEEN DELIVERED. THIS PAYMENT IN NO WAY RELIEVES THE CONTRACTOR OF HIS RESPONSIBILITY TO EFFECT SHIPMENT OF THE BALANCE OF THE ORDER. PAYMENT WILL BE TO VENDOR AND ADDRESS AS SHOWN ON ORDER.</p> <p>9 VENDOR LIST. THE BIDDER WHO SIGNS THE BID WILL BE DESIGNATED AS PRIME CONTRACTOR ON ANY CONTRACT RESULTING FROM THIS SOLICITATION. IF ADDITIONAL DISTRIBUTOR VENDORS ARE AUTHORIZED TO RECEIVE ORDERS FOR ITEMS CONTAINED IN SAID CONTRACT, THE BIDDER MUST SUBMIT WITH THE BID, A LIST OF THOSE ADDITIONAL AUTHORIZED DISTRIBUTORS INCLUDING THE COMPLETE BUSINESS ADDRESS. THE PRIME CONTRACTOR WILL BE RESPONSIBLE FOR THE ACTIONS OF ANY DISTRIBUTOR VENDORS LISTED.</p> <p>10 COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS SOLICITATION, THE BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN</p> | | | |

| SPECIAL TERMS & CONDITIONS | | INVITATION TO BID | |
|--|--|-------------------|-----------|
| NUMBER : 2237087 OPEN DATE: 12/29/09 T-NUMBER : DHH46 | | BIDDER: | PAGE 6 |
| <p>ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>11 PREFERENCE. IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.</p> <p>DO YOU CLAIM THIS PREFERENCE? YES_____</p> <p>SPECIFY LINE NUMBER (S) : _____</p> <p>_____</p> <p>SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED: _____</p> <p>_____</p> <p>(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)</p> <p>DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE? YES_____ NO_____</p> <p>IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA BUSINESS WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?</p> <p>YES_____ NO_____</p> <p>FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.</p> <p>12 ***** PLEASE NOTE - ACTION NEEDED IN THIS CLAUSE HAS CHANGED***** ***** COOPERATIVE PURCHASE. POLITICAL SUBDIVISIONS OF THE STATE, QUASI STATE AGENCIES, AND EXTERNAL PROCUREMENT UNITS (DESCRIBED BELOW), MAY BE PERMITTED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING. THE BIDDER MAY, AT ITS OPTION, PERMIT POLITICAL SUBDIVISIONS OF THE STATE, QUASI STATE AGENCIES, AND EXTERNAL PROCUREMENT UNITS TO PURCHASE FROM ANY CONTRACTS AWARDED AGAINST THIS SOLICITATION. PLEASE CHECK ALL THAT APPLY:</p> <p>_____ BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO QUASI STATE AGENCIES OR OTHER POLITICAL SUBDIVISIONS OF THE STATE.</p> <p>_____ BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO AGENCIES OF THE UNITED STATES GOVERNMENT.</p> <p>_____ BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO OTHER BUYING ORGANIZATIONS (OTHER THAN THE UNITED STATES GOVERNMENT), NOT LOCATED IN THIS STATE WHICH, IF LOCATED IN THIS STATE, WOULD QUALIFY AS A PUBLIC PROCUREMENT UNIT.</p> | | | |

| | | | |
|---|--|-------------------|-----------|
| SPECIAL TERMS & CONDITIONS | | INVITATION TO BID | |
| NUMBER : 2237087 OPEN DATE: 12/29/09 TIME: 10:00 AM T-NUMBER : DHH46 | | BIDDER: | PAGE 7 |

13

ACCEPTANCE. UNLESS OTHERWISE SPECIFIED, BIDS ON THIS CONTRACT WILL BE ASSUMED TO BE FIRM FOR ACCEPTANCE FOR A MINIMUM OF 60 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE SPECIFIED CONTRACT PERIOD.

14

CONTRACT REVISIONS. REQUESTS FOR REVISIONS TO THIS CONTRACT MUST BE ADDRESSED TO THE DIRECTOR OF STATE PURCHASING AND SHALL REFER THE CONTRACT ITEM NUMBER WITH JUSTIFICATION OF THE REQUEST. DISTRIBUTOR VENDOR CHANGES, PRICE REDUCTIONS AND JUSTIFIABLE ITEM DELETIONS MAY BE CONSIDERED DURING THE CONTRACT PERIOD. NEW ITEM ADDITIONS WILL BE CONSIDERED ONLY ON THE ANNIVERSARY DATE OF THE CONTRACT. EXCEPTIONS TO THIS WILL BE ALLOWED ONLY WHEN STATE PURCHASING HAS DETERMINED ADDITIONS WILL BE OF SUBSTANTIAL BENEFIT TO THE STATE AND WILL JUSTIFY THE TIME, EFFORT AND COST REQUIRED TO MAKE SUCH ADDITIONS.

CONTRACTOR MUST IMMEDIATELY NOTIFY THE OFFICE OF STATE PURCHASING WHEN ANY DEALER ON THIS CONTRACT IS TERMINATED, RELOCATED OR ADDED. ALL ORDERS PLACED WITH DEALERS PRIOR TO RECEIPT OF SUCH NOTIFICATION BY THE OFFICE OF STATE PURCHASING MUST BE HONORED. REVISIONS WILL BECOME EFFECTIVE ONLY UPON APPROVAL BY THE DIRECTOR OF STATE PURCHASING OR DESIGNEE. BIDDER SHOULD INCLUDE WITH BID A LIST OF ALL PERSONS, IN ADDITION TO THE SIGNER OF THIS BID, WHO ARE AUTHORIZED TO REQUEST REVISIONS TO THIS CONTRACT.

15

CONTRACTUAL PERIOD. THE STATE OF LOUISIANA INTENDS TO AWARD ALL ITEMS FOR AN INITIAL PERIOD, NOT TO EXCEED 12 MONTHS. DELAYS IN AWARDED, BEYOND THE ANTICIPATED STARTING DATE, MAY RESULT IN A CHANGE IN THE CONTRACT PERIOD. IF THE SITUATION OCCURS, AN AWARD MAY BE MADE FOR LESS THAN 12 MONTHS.

16

QUANTITIES. THIS IS AN OPEN-ENDED REQUIREMENTS CONTRACT. QUANTITIES SHOWN ARE BASED ON THE PREVIOUS CONTRACT USAGE OR ESTIMATES. WHERE USAGE IS NOT AVAILABLE, A QUANTITY OF 1 INDICATES A LACK OF HISTORY ON THIS ITEM. THE SUCCESSFUL BIDDER MUST SUPPLY AT BID PRICES ACTUAL REQUIREMENTS AS ORDERED WHETHER THE TOTAL OF SUCH REQUIREMENTS IS MORE OR LESS THAN THE QUANTITIES SHOWN.

17

ORDERS. ALL STATE AGENCIES ARE TO ISSUE CONTRACT RELEASE ORDERS FOR THE ITEMS REQUIRED, AS AND WHEN NEEDED. POLITICAL SUBDIVISIONS OF THE STATE AND QUASI AGENCIES WHO HAVE BEEN AUTHORIZED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING, ARE TO ISSUE THEIR REGULAR PURCHASE ORDERS DIRECTLY TO THE SUPPLIER, MAKING REFERENCE TO THE CONTRACT AND ITEM NUMBER.

18

CANCELLATION
THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

19

CONTRACT PERFORMANCE EVALUATION
IN AN EFFORT TO IMPROVE OUR CONTRACTS TO MEET THE NEEDS OF THE AGENCIES WE SERVE, THE CONTRACTOR'S PERFORMANCE WILL BE MONITORED. AGENCIES' FEEDBACK WILL BE REQUESTED REGARDING CUSTOMER SERVICE,

| | | | |
|---|--|-------------------|-----------|
| SPECIAL TERMS & CONDITIONS | | INVITATION TO BID | |
| NUMBER : 2237087 OPEN DATE: 12/29/09 TIME: 10:00 AM T-NUMBER : DHH46 | | BIDDER: | PAGE 8 |

DELIVERY, PRODUCT QUALITY, BILLING, OVERALL EFFECTIVENESS OF THE CONTRACT, AND ANY NEEDED CHANGES. THEIR RESPONSES WILL BE CONSIDERED IN DETERMINING OUR OPTIONS FOR RENEWALS OR REVISIONS AND REBIDDING. TO VIEW THE CONTENT OF THE CONTRACT PERFORMANCE EVALUATION FORM, GO TO [HTTP://WWW.DOA.LA.GOV/OSP/ONLINEFORMS/SUBMIT/CONTRPERFORMANCE.PDF](http://www.doa.la.gov/osp/onlineforms/submit/contrperformance.pdf) OR CALL FOR A COPY.

AGENCY REPORTS OF DEFICIENT PERFORMANCE WILL BE APPROPRIATELY ADDRESSED DURING THE CONTRACT PERIOD.

20 NON-EXCLUSIVITY CLAUSE:

THIS AGREEMENT IS NON-EXCLUSIVE AND SHALL NOT IN ANY WAY PRECLUDE STATE AGENCIES FROM ENTERING INTO SIMILAR AGREEMENTS AND/OR ARRANGEMENTS WITH OTHER VENDORS OR FROM ACQUIRING SIMILAR, EQUAL, OR LIKE GOODS AND/OR SERVICES FROM OTHER ENTITIES OR SOURCES.

21 PRICES ARE TO BE BID IN THE UNIT OF MEASURE REQUESTED (PER ROLL, PER REEL, PER CARTON, PER GALLON, ETC.).

22 PACKAGING: UNLESS OTHERWISE SPECIFIED, THE COMMODITIES SHALL BE PACKED IN SUBSTANTIAL COMMERCIAL CONTAINERS OF THE TYPE, SIZE AND KIND COMMONLY USED FOR THE PURPOSE, SO CONSTRUCTED AS TO INSURE ACCEPTANCE AND SAFE DELIVERY AS CALLED FOR IN THIS CONTRACT.

23 SCOPE OF CONTRACT

SUBMITTAL OF ANY TERMS AND CONDITIONS CONTRARY TO THOSE OF THE STATE OF LOUISIANA MAY CAUSE YOUR BID TO BE REJECTED. BY SIGNING BELOW, TERMS AND CONDITIONS WHICH MAY BE INCLUDED IN YOUR BID ARE NULLIFIED, AND CONTRACTOR AGREES THAT THIS CONTRACT SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

BIDDER SIGNATURE

24 COMPENSATION INSURANCE, PUBLIC LIABILITY, AND PROPERTY DAMAGE INSURANCE, AS OUTLINED BELOW, ARE REQUIRED IN THIS BID.

CONTRACTOR'S LIABILITY INSURANCE:

PROOF OF INSURANCE SHOULD BE SUPPLIED WITH THE BID AND WILL BE REQUIRED BEFORE WORK CAN COMMENCE.

INSURANCE COVERAGE SPECIFIED BELOW SHALL BE FURNISHED WITH THE FOLLOWING MINIMUM LIMITS:

COMPENSATION INSURANCE: THE CONTRACTOR AND SUBCONTRACTORS SHALL TAKE AND MAINTAIN DURING THE LIFE OF THE CONTRACT WORKMAN'S COMPENSATION INSURANCE FOR ALL OF THEIR EMPLOYEES EMPLOYED AT THE SITE OF THE PROJECT. IN CASE ANY CLASS OF EMPLOYEES ENGAGED IN HAZARDOUS WORK

| | | | |
|---|--|-------------------|-----------|
| SPECIAL TERMS & CONDITIONS | | INVITATION TO BID | |
| NUMBER : 2237087 OPEN DATE: 12/29/09 TIME: 10:00 AM T-NUMBER : DHH46 | | BIDDER: | PAGE 9 |

 UNDER THE WORKMAN'S COMPENSATION STATUTE, THE CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE EMPLOYER'S LIABILITY INSURANCE FOR THE PROTECTION OF THEIR EMPLOYEES NOT OTHERWISE PROTECTED.

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE, INCLUDING BUT NOT LIMITED TO BODILY INJURY, PROPERTY DAMAGE, CONTRACTUAL LIABILITY, PRODUCTS LIABILITY, COMPLETED OPERATIONS AND OWNER'S PROTECTIVE LIABILITY WITH COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE WITH A MINIMUM AGGREGATE OF \$1,000,000.

LICENSED AND NON-LICENSED MOTOR VEHICLES: THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.

25 ANY ORDERS RESULTING FROM THIS SOLICITATION WILL BE PAID WITH NEW FY FUNDS, IF APPROPRIATED BY THE LEGISLATURE. DELIVERY CANNOT BE MADE PRIOR TO JULY 1 AND YOUR BID PRICES MUST BE FIRM FOR ACCEPTANCE AND DELIVERY ACCORDINGLY.

26 THE ABOVE QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY THE STATE OF LOUISIANA TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID.

27 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.

28 " THE VENDOR UNDERSTANDS AND AGREES THAT THE SPECIFIED USAGE IS A NON-BINDING ESTIMATE AND THAT THE STATE RESERVES THE RIGHT TO PROCURE IN WHOLE OR IN PART THE SPECIFIED PRODUCTS FROM A GROUP PURCHASING ORGANIZATION UPON THE STATE'S DETERMINATION THAT SUCH ALTERNATIVE PROCUREMENT IS IN THE STATE'S BEST INTEREST."

29 THIS CONTRACT SHALL BE EFFECTIVE FOR THE PERIOD BEGINNING JANUARY 1, 2010 AND DECEMBER 31, 2010.

30 SUCCESSFUL VENDOR IS TO KEEP A RECORD OF ALL ORDERS ISSUED AGAINST THIS CONTRACT DURING THE CONTRACT PERIOD. APPROXIMATELY FOUR (4) MONTHS PRIOR TO THE END OF THE CONTRACT PERIOD, THE VENDOR IS TO BE PREPARED TO SUBMIT TO THE OFFICE OF STATE PURCHASING A CONTRACT USAGE REPORT.

| SPECIAL TERMS & CONDITIONS | | INVITATION TO BID | |
|--|--|-------------------|------------|
| NUMBER : 2237087 OPEN DATE: 12/29/09 T-NUMBER : DHH46 | | BIDDER: | PAGE 10 |
| <p>THE USAGE REPORT IS TO INCLUDE THE VENDOR'S NAME, PHONE AND FAX NUMBERS, THE PERSONS WHO COMPILED THE REPORT AND A SUMMARY "BY LINE ITEM" INDICATING QUANTITY PURCHASED.</p> <p>31 THE AWARD WILL BE MADE TO THE OVERALL LOW BIDDER ON LINE ITEMS BASED ON DISCOUNTED PRICES AND OUR ESTIMATED ANNUAL USAGE. BIDDERS SHOULD PROVIDE A CORRECT PUBLISHED PRICE LIST WITH THEIR BID. THE DISCOUNT GIVEN ON LINE ITEMS WILL BE AVERAGED AND THAT SAME DISCOUNT WILL APPLY TO THE BALANCE OF TESTS NOT ITEMIZED. THIS PERCENTAGE LINE WILL BE ADDED AT TIME OF AWARD. THIS SAME DISCOUNT PERCENTAGE WILL APPLY TO ANY NEWLY DEVELOPED TESTS.</p> <p>GRAND TOTAL (ESTIMATED USAGE X LIST PRICE) GRAND TOTAL (ESTIMATED USAGE X DISCOUNTED PRICE) PERCENTAGE WILL BE FIGURED ON THE DIFFERENCE BETWEEN THE TWO GRAND TOTALS.</p> <p>IN THE EVENT TESTS ARE NOT PERFORMED IN THE BIDDERS OWN LAB AND ARE SENT TO AN OUTSIDE LAB, THERE WILL BE NO ADDITIONAL REFERRAL CHARGE. THE CERTIFICATION AND LICENSING REQUIREMENTS FOR THE OUTSIDE LAB ARE THE SAME AS THOSE SPECIFIED FOR THE CONTRACTING LAB.</p> <p>BIDDER TO PROVIDE STAT TESTING AS REQUESTED. RESULTS TO BE RETURNED TO THE FACILITY WITHIN 24 HOUR FROM RECEIPT OF SPECIMEN BY LAB.</p> <p>LABORATORY TO BE ACCREDITED BY THE COLLEGE OF AMERICAN PATHOLOGISTS (CAP) CURRENTLY. A LEGIBLE COPY OF THE CURRECNT ACCREDITATION CERTIFICATE SHOULD BE PROVIDED WITH THE BID RESPONSE.</p> <p>***NOTE: BIDDER AGREES THAT TEST RESULTS CONSTITUTE PRIVILEGED MEDICAL INFORMATION AND SUCH RESULTS ARE SUBJECT TO APPLICABLE LOUISIANA AND FEDERAL LAWS ANDF REGULATIONS GOVERNING SAME. ANY BREACH OF CONFIDENTIALITY BY VENDOR, ITS AGENTS OR EMPLOYEES MAY BE CAUSE FOR IMMEDIATE CONTRACT CANCELLATION.</p> <p>BIDDER SHOULD PROVIDE WITH BID, THEIR CURRENT PUBLISHED PRICE LIST.</p> | | | |

| PRICE SHEET | | | | INVITATION TO BID | | | | |
|---|---|------------------|------|-------------------|---------------------|------------------|---------------------|--|
| NUMBER : 2237087 OPEN DATE : 12/29/09 T-NUMBER : DH46 | | BIDDER: | | | PAGE 11 | | | |
| LINE NO | COMMODITY/SERVICE DESCRIPTION | QUANTITY FROM/TO | UNIT | UNIT PRIC AMOUNT | TURNAROUN TIME (TAT | LIST PRIC AMOUNT | TOTAL=QTY X UNIT AM | |
| 00001 | UNLESS SPECIFIED ELSEWHERE SHIP TO: RED RIVER MENTAL HEALTH CENTER RED RIVER MENTAL HEALTH CLINIC P.O. BOX 1016 1313 RINGGOLD AVE COUSHATTA, LA 71019 COMMODITY CODE: 961-48-018628 REFERRAL LAB TESTING SERVICES AS REQUESTED BY RED RIVER MENTAL HEALTH CLINIC 01/01/10 THRU 12/31/10. SUPPLIES REQUIRED FOR COLLECTING SPECIMENS WILL BE PROVIDED BY VENDOR. VENDOR MUST SUPPLY THE PLEBOTOMIST TO DRAW BLOOD. LAB RESULTS WILL BE PROVIDED VIA FAX TO REFERRING MHC WITHIN 24 HRS. OF COLLECTION OR SOONER IN THE EVENT OF A FINDING OR URGENT VALUES. ALL CLIENTS MAY BE SENT TO THE VENDOR LAB. LAB MUST BE WITHIN SAME CITY AS RED RIVER MENTAL HEALTH CLINIC OR VENDOR MAY SETUP A LAB AT THE MHC TO DRAW BLOOD. THE LAB WILL BE ONE (1) DAY A WEEK, PREFERABLY WEDNESDAY OR FRIDAY. EACH CLIENT WILL HAVE A PHYSICIANS ORDER WHICH WILL BE MARKED AS TO HOW THE LABORATORY VENDOR IS TO BILL I.E. MENTAL HEALTH CLINIC, PATIENTS INSURANCE, SELF PAY, MEDICARE, MEDICAID, IE., MENTAL HEALTH CLINIC WILL BE RESPONSIBLE FOR ALL BILLS DESIGNATED TO BILL THE CLINIC AND VENDOR WILL BE RESPONSIBLE TO | 5 | EACH | | | | | |

| PRICE SHEET | | | | INVITATION TO BID | | | | | |
|--|---|------------------|------|-------------------|---------------------|------------------|---------------------|--|--|
| NUMBER : 2237087 OPEN DATE : 12/29/09 T-NUMBER : DHH46 | | BIDDER: | | | | | PAGE 12 | | |
| LINE NO | COMMODITY/SERVICE DESCRIPTION | QUANTITY FROM/TO | UNIT | UNIT PRIC AMOUNT | TURNAROUN TIME (TAT | LIST PRIC AMOUNT | TOTAL-QTY X UNIT AM | | |
| 00002 | PROCESS ALL OTHER METHODS OF PAYMENTS. | 15 | EACH | | | | | | |
| | AMITRIPTYLINE (ELAVIL) | | | | | | | | |
| | TAT: _____ | | | | | | | | |
| | TEST CODE: _____ | | | | | | | | |
| 00003 | COMMODITY CODE: 961-48-018628 VITAMIN B-12 AND FOLATE. | 25 | EACH | | | | | | |
| | TAT: _____ | | | | | | | | |
| | TEST CODE: _____ | | | | | | | | |
| | COMMODITY CODE: 961-48-018628 BASIC METABOLIC PANEL WHICH MUST INCLUDE THE FOLLOWING COMPONENTS - BUN, CO2, CHLORIDE, CREATININE, GLUCOSE. | | | | | | | | |
| | TAT: _____ | | | | | | | | |
| | TEST CODE: _____ | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

| PRICE SHEET | | | | INVITATION TO BID | | | | |
|--|---|------------------|------|-------------------|---------------------|------------------|---------------------|-------|
| NUMBER : 2237087 OPEN DATE : 12/29/09 T-NUMBER : DHH46 | | BIDDER: | | | PAGE 14 | | | |
| LINE NO | COMMODITY/SERVICE DESCRIPTION | QUANTITY FROM/TO | UNIT | UNIT PRIC AMOUNT | TURNAROUN TIME (TAT | LIST PRIC AMOUNT | TOTAL-QTY X UNIT AM | |
| 00008 | COMMODITY CODE: 961-48-018628 CLOMIPRAMINE TAT: _____ TEST CODE: _____ | 1 | EACH | _____ | _____ | _____ | _____ | _____ |
| 00009 | COMMODITY CODE: 961-48-018628 COMPREHENSIVE METABOLIC PANEL WHICH MUST INCLUDE THE FOLLOWING: ALBUMIN, BILIRUBIN TOTAL, BUN, CALCIUM, CHLORIDE, CREATINE, GLUCOSE, ALK, PHOSPHATASE, POTASSIUM, PROTEIN TOTAL, SODIUM, SGOT. TAT: _____ TEST CODE: _____ | 25 | EACH | _____ | _____ | _____ | _____ | _____ |
| 00010 | COMMODITY CODE: 961-48-018628 CREATININE TAT: _____ TEST CODE: _____ | 13 | EACH | _____ | _____ | _____ | _____ | _____ |
| | | | | | | | | |

PRICE SHEET

INVITATION TO BID

NUMBER : 2237087
OPEN DATE : 12/29/09
T-NUMBER : DHH46

BIDDER:

PAGE
16

| LINE NO | COMMODITY/SERVICE DESCRIPTION | QUANTITY FROM/TO | UNIT | UNIT PRIC AMOUNT | TURNAROUN TIME (TAT | LIST PRIC AMOUNT | TOTAL=QTY X UNIT AM | |
|---------|---|------------------|------|------------------|---------------------|------------------|---------------------|-------|
| 00014 | COMMODITY CODE: 961-48-018628 GLUCOSE TAT: _____ TEST CODE: _____ | 18 | EACH | _____ | _____ | _____ | _____ | _____ |
| 00015 | COMMODITY CODE: 961-48-018628 HALDOL LEVEL TAT: _____ TEST CODE: _____ | 3 | EACH | _____ | _____ | _____ | _____ | _____ |
| 00016 | COMMODITY CODE: 961-48-018628 HEMOGLOBIN ALC TAT: _____ TEST CODE: _____ | 2 | EACH | _____ | _____ | _____ | _____ | _____ |
| 00017 | COMMODITY CODE: 961-48-018628 HEP BS AB TAT: _____ TEST CODE: _____ | 5 | EACH | _____ | _____ | _____ | _____ | _____ |

| PRICE SHEET | | | | INVITATION TO BID | | | | | |
|--|---|------------------|------|-------------------|---------------------|------------------|---------------------|-------|------------|
| NUMBER : 2237087 OPEN DATE : 12/29/09 T-NUMBER : DHH46 | | | | BIDDER: | | | | | PAGE 17 |
| LINE NO | COMMODITY/SERVICE DESCRIPTION | QUANTITY FROM/TO | UNIT | UNIT PRIC AMOUNT | TURNAROUN TIME (TAT | LIST PRIC AMOUNT | TOTAL=QTY X UNIT AM | | |
| 00018 | COMMODITY CODE: 961-48-018628 HEPATIC FUNCTION PANEL TAT: _____ TEST CODE: _____ | 5 | EACH | _____ | _____ | _____ | _____ | _____ | |
| 00019 | COMMODITY CODE: 961-48-018628 IMIPRAMINE TAT: _____ TEST CODE: _____ | 2 | EACH | _____ | _____ | _____ | _____ | _____ | |
| 00020 | COMMODITY CODE: 961-48-018628 LITHIUM TAT: _____ TEST CODE: _____ | 18 | EACH | _____ | _____ | _____ | _____ | _____ | |
| 00021 | COMMODITY CODE: 961-48-018628 LIPID PROFILE TAT: _____ TEST CODE: _____ | 9 | EACH | _____ | _____ | _____ | _____ | _____ | |
| | | | | | | | | | |

| PRICE SHEET | | | | INVITATION TO BID | | | | | |
|--|---|------------------|------|-------------------|---------------------|------------------|---------------------|-------|------------|
| NUMBER : 2237087 OPEN DATE : 12/29/09 T-NUMBER : DHH46 | | | | BIDDER: | | | | | PAGE 18 |
| LINE NO | COMMODITY/SERVICE DESCRIPTION | QUANTITY FROM/TO | UNIT | UNIT PRIC AMOUNT | TURNAROUN TIME (TAT | LIST PRIC AMOUNT | TOTAL-QTY X UNIT AM | | |
| 00022 | COMMODITY CODE : 961-48-018628 MAGNESIUM TAT: _____ TEST CODE: _____ | 5 | EACH | _____ | _____ | _____ | _____ | _____ | _____ |
| 00023 | COMMODITY CODE : 961-48-018628 POTASSIUM TAT: _____ TEST CODE: _____ | 10 | EACH | _____ | _____ | _____ | _____ | _____ | _____ |
| 00024 | COMMODITY CODE : 961-48-018628 PROLIXIN TAT: _____ TEST CODE: _____ | 2 | EACH | _____ | _____ | _____ | _____ | _____ | _____ |
| 00025 | COMMODITY CODE : 961-48-018628 RITALIN TAT: _____ TEST CODE: _____ | 3 | EACH | _____ | _____ | _____ | _____ | _____ | _____ |
| | _____ _____ | | | | | | | | |

PRICE SHEET

INVITATION TO BID

NUMBER : 2237087
OPEN DATE : 12/29/09
T-NUMBER : DHH46

BIDDER:

PAGE
19

| LINE NO | COMMODITY/SERVICE DESCRIPTION | QUANTITY FROM/TO | UNIT | UNIT PRIC AMOUNT | TURNAROUN TIME (TAT | LIST PRIC AMOUNT | TOTAL=QTY X UNIT AM | |
|---------|---|------------------|------|------------------|---------------------|------------------|---------------------|-------|
| 00026 | COMMODITY CODE: 961-48-018628 RPR TAT: _____ TEST CODE: _____ | 3 | EACH | _____ | _____ | _____ | _____ | _____ |
| 00027 | COMMODITY CODE: 961-48-018628 SERUM PREGNANCY TEST TAT: _____ TEST CODE: _____ | 5 | EACH | _____ | _____ | _____ | _____ | _____ |
| 00028 | COMMODITY CODE: 961-48-018628 TECRETOL TAT: _____ TEST CODE: _____ | 2 | EACH | _____ | _____ | _____ | _____ | _____ |
| 00029 | COMMODITY CODE: 961-48-018628 TSH TAT: _____ TEST CODE: _____ | 25 | EACH | _____ | _____ | _____ | _____ | _____ |

